

8 November 1985

MEMORANDUM FOR: CRD Personnel  
FROM: Chief, Classification Review Division  
SUBJECT: CRD Organization and Procedures

1. The current organization of CRD is as follows:

Title

Incumbent

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2. This organizational breakdown is intended to channel the workload into three, more or less, equal parts. The only area where we are able to control the flow of work is in the Historical Review Program, otherwise we must depend

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on others and the flow of work is uncertain. In part because of this situation and in part because of the small number of personnel relative to our task of reviewing classification on all CIA information, work must be assigned throughout CRD to take what advantage we can of available expertise and allow for variations in workload. While each branch will focus on its own type of review they will be expected to take on other material as required. Such cross-branch assignments will be coordinated among the branch chiefs so they know what each of their people is doing. The only exception to this policy is that the Publication Review Board (PRB) manuscripts and other material will be handled solely within the MSRB unless exceptional circumstances dictate otherwise.

3. Assignment of incoming material within CRD:

A. To Referrals Branch:

1. Executive Order 12356 mandatory review requests
2. FOIA requests referred from other agencies

B. To Historical Review Branch:


1. Historical material that HRB helps select

C. To Manuscript and Special Review Branch:

1. Foreign Relations of the United States series (FRUS)
2. Requests from the Publications Review Board (PRB)
3. Manuscripts, including official manuscripts, received from other agencies
4. Summaries of Agency Employment for non-DO personnel who never had cover
5. Material submitted for systematic review by other agencies
6. Damage assessment reviews
7. Reviews requested by OGC, OLL, OS, or other Agency components

4. Any material coming into CRD that does not fall within one of the above categories will be given to Chief, CRD.

5. Other memos will be published to outline the procedures to be followed in handling the various types of material that CRD receives.

  
Chief, CRD

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